

U.S. Department of Housing & Urban Development

Facilities Management News

Office of Public Housing
Diana Armstrong, Director



**U.S. Department of Housing and
Urban Development
Office of Public Housing
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This week's hot topic is the annual Section 8 Funding Changes/Adjustment Factor appeals. Please don't forget the July 15th/5 PM EST deadline!

I am pleased to announce that we have concluded the five-hour Section 8 Utility Allowance workshops. I was impressed with the total number of PHAs (61 total) that attended the workshop. The comments on the attendee feedback forms were mostly complimentary. I hope that you have a better understanding of the Utility Allowance program.

Inspection reports are indicating more and more common deficiencies in both the dwelling units and buildings. More to follow in our next newsletter.

A final Lead-Based Paint ruling clarifies a number of lead hazard issues. The Homeownership program is well under way with a total of 40 families housed under this program. Keep up the great work!

For Capital Fund program and Facilities issues please contact Margaret Sanchez, Tomas Romero, Ruben Villanueva, or Gordon Tabone, Public Housing Facilities Management Specialists for technical assistance at (210) 475-6800 extensions 2213, 2247, 2108, or 2214, respectively.

David Pohler

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	Tele 210-475-6864
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'04 Annual Adjustment Factor/ Inflation Factor Guidance for Submission of Appeals

Voucher renewal funding from FFY 2004 appropriated funds is based on a per-unit-cost as reported by each PHA in Aug 03 that is adjusted by applying the full FFY 2004 Annual Adjustment Factor (AA) to the base Aug 03 per unit cost. The 04 Appropriations Act directs HUD to adjust the Aug 1, 03 voucher cost by "applying an inflation factor based on local or regional factors." For further guidance in presenting an appeal to HUD, please refer to PIH Notice 2004-7. The appeal's deadline is July 15, 04, at 5 PM EST and must be addressed to:

US Department of Housing & Urban Development
Voucher Financial Management Division
Room 4232, 451 Seventh Street SW,
Washington DC 20410, Attn: Deborah Hernandez,
Grounds for Appeals

Please let us know if you would like to have a copy of this email message.

Section 8 Utility Allowance Program

During these past five months, we conducted nine five-hour utility allowance workshops. Our last workshop was held on June 24th.

A number of you attended and placed the UA program in motion. We had a total of 61 PHAs represented by a total of 98 PHA staff attendees. Four consultants also attended the workshop.

As we continue to ask for copies of your current Section 8 Utility Allowance schedules, we have noticed the following deficiencies.

- ☐ Form HUD 52667 not used
- ☐ Air Conditioning allowance not awarded

- ☐ Only one schedule for all housing categories
- ☐ Omitted or missing effective date
- ☐ No dollar amount for Range or Refrigerator

According to CFR 982.517 here is what it states regarding the above issues:

1. *The utility allowance schedule must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD.*

2. *PHA must provide a utility allowance for tenant-paid air-conditioning cost if the majority of housing units in the market provide centrally air-conditioning units or there is appropriate wiring for tenant-installed air conditioners. We published two memorandums on this subject, 1/24/03 and 3/2/04, both of these memos allowed the AC allowance with the understanding that the AC units be operable and annotated on the respective inspection record. The air conditioning unit may be a central AC or window mounted unit(s). Please let me know if you need copies of these referenced memos.*

3. *The cost of each utility and housing service category must be stated separated. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms), and unit types (e.g. apartment, row-house, townhouse, single-family detached, and manufactured housing) that are typical in the community.*

4. *A PHA must review its schedule of utility allowance each year, and revise its allowance for a utility category if there has been a change of ten percent or more in the utility rate, since the last time the utility allowance schedule was revised. And, At HUD's discretion, the PHA must revise the utility allowance schedule to correct. Annotating the effective date on the schedule will help in this process. If the date on your UA schedule indicates a date of 2002 or earlier, most likely it is out of date.*

5. *The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for the cost of tenant-supplied refrigerators and ranges....* If these appliances are included in the rental agreement, or in other words, if the landlord supplies the appliances and are included in the lease contract, in this case -- no appliance allowance is permitted. This is not a tenant's preference or choice.

In accordance with CFR 982.517 (2) - *The PHA must give HUD a copy of the utility allowance schedule.* We shall start collecting all current and revised Section 8 Utility Allowance schedules, effective August 1, 2004. In other words, we need all your schedules for each housing unit type that are typical in your community, for example, Apartments, Row-House, Town House, Single Family Detached, and Manufactured Housing.

Should you have questions or concerns, please contact Ruben Villanueva at 210 475-6800 extension 2108.

Uniform Physical Conditions (UPCS) Most Frequently Cited Deficiencies

This table identifies the most common PHAS deficiencies in dwelling units as reported by the REAC center. As noted damage doors and walls lead the top – 20 listing. The list is located at www.nahro.org/documents/2004/FreqCitedDef.pdf

Item Name	Deficiency	Times
Doors	Damaged Hardware/locks	33,259
Walls	Peeling/Need Paint	18,063
Doors	Holes/Paint/Rusting/Glass	17,207
Walls	Damaged	16,683
Outlets/Switches	Missing/Broken Cover Plates	12,359
Electrical System	GFI – Inoperable	10,631
Ceiling	Peeling/Needs Paint	10,569
Doors	Damaged/Missing Screen/	9,470

	Storm/Security Door	
Windows	Inoperable/Not Lockable	8,489
Bathroom	Plumbing - Leaking Faucet/Pipes	8,160
Windows	Missing/Deteriorated Caulking/Seals/Glazing Compound	7,965
Call-for-Aid	Inoperable	7,711
Doors	Deteriorated/Missing Seals (Entry Only)	7,7071

The following are examples of maintenance items that could make a significant difference in your physical inspection score.

1. HVAC - hot water heater Pressure Relief Valve discharge tube must extend to w/i 18" of the floor.
2. Misaligned Chimney - the vent stack on gas operated hot water heaters or furnaces must be properly aligned.
3. Missing HVAC covers – there must be covers on all baseboard heaters.
4. Access to the Electrical Panel- access to electrical panels must not be blocked by furniture or other items.
5. Open Fuse Ports- Open fuse ports must be covered. Replacement covers can be obtained from a local hardware store.
6. Doors Damaged Seals-the factory-installed seals on exterior doors, such as building or unit doors, must be in place and undamaged.
7. Doors Damaged Hardware- Exterior door hardware locks or latches properly and Fire Doors function as designed.
8. Security Doors – security doors *must not* have dual-side key locks.
9. Kitchen – Damaged Stoves/Ovens –stove burners must be working.
10. Plumbing – be sure pipes and faucets are not leaking and areas around any leaks are cleaned up and repaired.
11. Damaged Sinks/showers – be sure that any hardware problems are repaired, diverters are working, drains have stoppers, hot or cold-water handles are in place and working. Make sure the water valves

located under the sinks are turned on prior to the inspection.

12. Cloth Dryers-must be properly vented to the outside from units or laundry rooms.

13. Storm Water Sewers-be sure they are not clogged with trash or leaves.

14. Sanitary Sewer Damaged Covers – caps located in the grass on the exterior of the building that have been damaged by a lawn mower should be cleaned out. Replace and mark the areas to prevent damage.

15. Trash Chutes- ensure hardware is in place and the chute door closes properly.

There are 15 more maintenance related suggestions that will be covered in our next newsletter edition.

Regulatory Amendment to Lead Rule – 24 CFR Part 35

This final ruling and helpful regulation clarifies a number of lead hazard issues. The purpose of 24 CFR part 35 is to ensure the extent practicable that housing receiving Federal assistance or being sold by the Federal Government does not have lead-based paint hazards that could cause lead poisoning in young children residing in such housing.

This ruling also establishes temporary standards for dust-lead and soil-lead hazards pending EPA's standards. This ruling incorporates the EPA standards. These refinements were made to maximize the consistency of language used in HUD and EPA regulations and to comply with 15 U.S.C. 2683. The EPA standards are available at: <http://www.epa.gov/lead.leadhaz.htm>

You may have access to this ruling by visiting http://hudclips.org/sub_nonhud/cgi/pdf/13873.pdf

Choice Voucher Home-Ownership (CVHO) Program

Program information from participating PHAs.

PHA	Fams In	Fams PL	Construct	Notes
Bexar County	0	0	0	
Brownsville	6	2	2	5
Corpus Christi	1	1	0	
Donna	0	8	0	1
McAllen	1	1	1	
Mercedes	15	5	0	6
Pharr	3	0	2	8
SA - SAHA	0	31	0	3
San Benito	1	2	0	
Taylor	11	2	0	4
Travis County	2	0	0	7

Legend:

Fams In = Families housed with the program

Fams PL = Fams qualified and ready-to-sign

Construct = Units under Construction

Notes:

1. A Self-Help or "Sweat" program
2. Program started with 20 vouchers; 51 families in pending pre-purchase status.
3. 18 Families are interested and buyer classes are taking place
4. One family off FFS for over 6 months
5. Nine families pending loan approval, working with non-profit for families to purchase lots.
6. Two families are off the program and have taken over their mortgage payments.
7. Two families are working with realtors and one getting ready for the program.
8. Working with TDHCA & Pharr Housing Development Corp.

If your PHA does not appear on the table, please contact Ruben Villanueva, 210 475-6800 ext 2108

Upcoming Oct. News Topics:

- ❑ Homeownership Program
- ❑ Utility Allowance
- ❑ PHAS
- ❑ Procurement